

CURRICULUM S.M.E. COMMITTEE

Membership Information - 2012

I. Minimum qualifications - PREFERRED, for the Curriculum S.M.E. Committee

- A. Bachelor's degree or higher in education, psychology, human resource development, or some other related field; and
- B. Minimum of three (3) years of full-time training experience or its equivalent.

II. Expectations of membership, for the Curriculum S.M.E. Committee

- A. **Attendance.** Members are expected to attend a majority of the regularly scheduled Committee meetings.
- B. **Inspections.** Members are expected to assist P.O.S.T. staff with academy inspections, if needed.

III. Documents to submit to P.O.S.T., for the Curriculum S.M.E. Committee

- A. **Application**
Completed [S.M.E. Application for Membership](#)
- B. **Resume**
Current resume that includes your professional goals, employment, education, training and professional affiliations.
- C. **Letter of interest**
Letter of interest that describes why you desire to become a member of the Curriculum S.M.E. Committee and what you have to offer to P.O.S.T. and the greater law enforcement community. Please address this letter to *Mr. Chairman, Curriculum S.M.E. Committee.*
- D. **Agency letter of support**
Letter of support from your Chief Executive Officer (*e.g.*, Chief or Sheriff) or his or her designee stating that the department you represent supports your selection on the Curriculum S.M.E. Committee and that you will be afforded the time to actively participate in Committee meetings and activities/assignments. Please request that your C.E.O. address this letter to the *P.O.S.T. Director*. P.O.S.T. prefers that you include this letter with your application materials. However, your C.E.O. may mail this letter to the P.O.S.T. Director if he or she prefers.

IV. Application guidelines for the Curriculum S.M.E. Committee

- A. Submit the completed application and requested documents to P.O.S.T. at the address listed on the [S.M.E. Application for Membership](#).

- B. Applications are accepted continuously, but are reviewed only during regularly scheduled S.M.E. meetings. In order for an application to be reviewed at a regularly scheduled S.M.E. meeting, the completed application and all requested documents must be **received** at P.O.S.T. by 5:00 p.m. at least seven (7) calendar days prior to the date of the meeting.
- C. Regularly scheduled meeting dates for the S.M.E. committees are listed on the [P.O.S.T. website](#), or you may contact P.O.S.T. to inquire about upcoming meeting dates.
- D. After your application has been reviewed by the Curriculum S.M.E. Committee, you will be notified of the status of your application within approximately two (2) weeks from the date that your completed application was reviewed. Also, you may be invited to appear in person for an interview with the Committee before a final decision is made regarding your application.

V. Important notes

- A. Anyone who is interested in applying for membership on the Curriculum S.M.E. Committee is welcome to attend a regularly scheduled meeting *prior* to submitting an application. As a courtesy to P.O.S.T. and the Committee and for scheduling purposes, please contact P.O.S.T. at least one week prior to the meeting and provide your name and the date of the meeting you plan to attend.
- B. For additional information regarding S.M.E. Committees and membership, please refer to the [P.O.S.T. website](#). You may also contact P.O.S.T. at phone (303) 866-5692 or via e-mail at post@state.co.us.

Thank you for your interest in applying for membership on the Curriculum S.M.E. Committee.